



## REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<b>Date:</b> 11/27/13	<b>Interviewer:</b> Laura Langley	<b>RFA #13 – 51</b>
<b>Person(s) Requesting Assistance:</b> [REDACTED]		
<b>Contact Numbers (telephone, e-mail, etc.):</b> [REDACTED]		
<b>Status of Person(s) Interviewed (title, position, student status, etc.):</b> Student and RA		
<b>Requested Assistance Pertaining To (name, position, policy, project, etc.):</b>		

To the best of your knowledge, please fill out the following:

Interviewee Status:    Male ☐ Female ☒    Administrator ☐    Faculty ☐    Staff ☐    Student ☐  
 Concern Regarding:    Male ☐ Female ☐    Administrator ☐    Faculty ☐    Staff ☒    Student ☐

**Category:** (Please check at least one)

- |  |  |   |                                     |  |
|--|--|---|-------------------------------------|--|
| <input type="checkbox"/> Age                           | <input type="checkbox"/> Color             | <input type="checkbox"/> Creed              | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status      |
| <input type="checkbox"/> Marital Status                | <input type="checkbox"/> National Origin   | <input checked="" type="checkbox"/> Race    | <input type="checkbox"/> Religion   | <input type="checkbox"/> Retaliation         |
| <input type="checkbox"/> Sex/Gender                    | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression |  |   |                                     |  |

Time Line		
Date	Item	Comments
11/27/13	LKL intake with [REDACTED]. At [REDACTED] request, Deena Rathkamp, counselor in Counseling Center, also present.	<p>[REDACTED] is an RA in [REDACTED]. [REDACTED] is her supervisor. [REDACTED] is feeling very pressured and criticized by [REDACTED]. This week [REDACTED] gave [REDACTED] ultimatum – resign or be terminated. This is [REDACTED] third year as RA; always positive performance reviews; last year in [REDACTED], year before in [REDACTED].</p> <p>11/19 [REDACTED] met with [REDACTED] and [REDACTED], who is [REDACTED] supervisor, [REDACTED] request. [REDACTED] said nothing could be done and [REDACTED] should resign if need be.</p> <p>Needs to work this weekend and under great stress. Feels being picked on; maybe because of protected characteristic, but doesn't know.</p> <p>At Sue's advice, LKL offered to talk w/ [REDACTED] and [REDACTED] to make sure [REDACTED] feels safe working this weekend. [REDACTED] declined; will ask friend to sit at desk w/her. [REDACTED] feels ok about this.</p> <p>LKL explained protections from retaliation and EOO function. Gave LKL &amp; SGS cards and brochure.</p>

12/2/13	SGS l/m for [REDACTED] on her cell phone	[REDACTED] did not return call.